

Instructions for Completing the GenTrack Kindergarten Immunization Survey

Schools should use these instructions as a guide to complete the **GenTrack** survey form. You must have a Kentucky Online Gateway (KOG) account to access the survey. Please refer to the KOG instructions to obtain a username and password.

All surveys are to be completed by **December 31, 2016**. If you do not complete the survey by this date, you will be subject to a full certificate audit in the spring.

The survey form cannot be changed because its content is written in the legislation (for further details, refer to 902 KAR 2:055). The following instructions are intended for clarity and to explain how to complete the survey.

DEMOGRAPHIC INFORMATION	
To be filled out on survey	Instructions
County:	Enter the name of the county where your school is located.
District:	Enter the name of the district your school is located. If you are a private school, just re-enter the name of your school again and proceed to the next question.
School Name:	Enter the name of your school.
Address: City: State: ZIP Code:	Enter the address; including city, state, and ZIP Code, for the school.
Phone Number:	Enter the telephone number of the school, with area code.
Type of Facility:	Select the appropriate button for public or private.
# Enrolled in Kindergarten:	Enter the number of children enrolled in <i>Kindergarten</i> at the time the survey is completed. DO NOT include children who are only receiving services if they are enrolled at another facility. The immunization status of these children will only be reported on this form. All remaining questions pertain ONLY to these children.

Instructions for Completing the GenTrack Kindergarten Immunization Survey (*continued*)

****NOTE****

The Number of children with current or provisional immunization certificates **PLUS** the Number of children who **DO NOT** have a certificate **PLUS** the Number of children with medical exemptions **PLUS** the Number of children with religious exemption certificates **MUST EQUAL** to the # Enrolled in Kindergarten (described on the previous page).

IMMUNIZATION CERTIFICATES AND EXEMPTIONS

Number of children with current, provisional, or expired immunization certificate	Enter the number of children who have a current, provisional or expired Immunization certificate on file at your school.
Number of children with medical exemptions	Enter the number of children who have a medical exemption form on file.
Number of children with religious exemptions	Enter the number of children who have a religious exemption form on file.
Number of children who <u>DO NOT</u> have an Immunization Certificate	Enter the number of children who <u>DO NOT</u> have an immunization certificate on file.

VACCINE DOSE SUMMARY

Use the Annual School Immunization Survey Worksheet **OR**
Infinite Campus Dose Count Totals (if available) to assist in filling out this section.

4+ Doses DTaP/DTP/DT	Enter the total number of children who have 4 or more doses of DTaP/DTP or DT.
3+ Doses Polio	Enter the total number of children who have 3 or more doses of Polio.
3 Doses of Hepatitis B	Enter the total number of children who have 3 or more doses of Hepatitis B.
2 Doses MMR[†]	Enter the total number of children who have 2 doses of MMR
Chickenpox	Enter the total number of children who has had a provider state a diagnosis of chickenpox or herpes zoster virus. <i>DO NOT INCLUDE IN YOUR VARICELLA COUNT</i>
2 Doses Varicella[†]	Enter the total number of children who have 2 or more doses of Varicella <i>DO NOT INCLUDE A CHILD WITH A DIAGNOSIS CHICKENPOX IN YOUR COUNT</i>